



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 17
Date: April 11, 2012**

To: All Employees

From: Management Officer – Raymond Murphy

Subject: Vacancy – Facilities Maintenance Assistant

OPEN TO: All Interested Candidates
POSITION: Facilities Maintenance Assistant – FSN-6; FP-8
OPENING DATE: Wednesday, April 11, 2012
CLOSING DATE: Tuesday, April 24, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident (OR): R\$ 37,609 annually. (Starting salary) (Position Grade: FSN-6)
U.S. Citizens EFMs: US\$ 35,753 annually. (Starting salary) (Position Grade: FP-8)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Facilities Maintenance Assistant to work in the Facilities Maintenance Unit.

BASIC FUNCTION OF POSITION

The Facilities Maintenance Assistant will act as POSHO (Post Occupation Safety and Health Officer) Assistant and be tasked with resolving all Safety, Health and Environmental deficiencies identified in the SHEM (Safety, Health, and Environmental Management) Synergy visit and day-to-day aspects of Post's safety and health program.

Major Duties of the position:

POSHO Assistant 35%

Inspections: Schedules and performs required safety and health and fire inspections of all USG facilities, including offices, residences, annexes and warehouses for conditions that pose an imminent threat to occupants and structure. Performs visual inspections of fire detection, alarm, and suppression systems when installed in buildings. High hazard areas as delineated in 15 FAM 962(e) will be inspected at least twice per year. Identifies hazards and evaluates safety risks, using SHEM and FIR standards and references, and Occupational Safety and Health Administration guidelines. Determines methods for correcting identified safety and fire

hazards and coordinates to implement solution. Prepares reports of findings and recommendations and oversees completion of hazard abatement.

Training: Develops and provides safety training in conjunction with SHEM and FIR requirements for supervisors and employees in accordance with applicable requirements and ensures that employees are familiar with safety rules and procedures for performing their jobs in a safe manner. Also provides training to employees and family members on residential safety hazards such as carbon monoxide, pest control, pool safety and the proper use of safety equipment. Conducts fire and life safety training programs for office and residential building occupants.

Mishap Investigation: Assists in conducting investigations under the direction of the POSHO for all mishaps involving fires, injuries, illnesses, motor vehicle accidents, property loss and employee complaints/suggestions regarding hazardous conditions or equipment and institutes operational guidelines for post personnel to prevent occurrence/reoccurrence. Perform basic fire investigations and analysis of cause. Reports as necessary to SHEM in accordance with 15 FAM 964, FIR in accordance with 15 FAM 820 and 850 and tracks accident trends for the POSHO and SHEM Committee.

Documentation: Maintains and updates office files to include records of POSHO, inspections reports of investigations, complaints of unsafe working conditions, accident and incident reports, trainings surveys and minutes of SHEM Committee meetings. Keeps the SHEM reference library current. Maintains a complete inventory of all chemical products used at post and keeps Material Safety Data Sheets for each product. Ensures that safety equipment is procured as needed and that all tools and equipment are maintained in good condition. Reviews job tasks and selects appropriate proper personal protective equipment to include safety shoes, protective eyewear, and other items to protect employees.

Implementation: Under the authority of the POSHO, ensures that all management and administrative policies and operations at post conform and are consistent with 15 FAM 930 SHEM and 15 FAM 800 FIR program responsibilities. Ensures that employees follow prescribed safety and health procedures, use appropriate safety equipment, and report hazardous conditions and mishaps. Assists the POSHO and other offices with the implementation of SHEM special emphasis programs to include residential safety compliance, carbon monoxide poisoning prevention; integrated pest management program; motor vehicle safety management program; and the swimming pool safety program. Serves as a member of the post's SHEM Committee and acts as a recorder for committee minutes. During construction and renovation projects, ensures that contractors have and adhere to a safety plan that protects both embassy personnel and contractors. Develops plans, procedures, and standards to implement fire protection and prevention programs.

Make Readies and Residential PM Program 30%

Assists in the preparation of make readies by performing quality assurance inspection of the work being completed by FM personnel as well as Landlord contractors. Working with the Residential Maintenance Foreman in scheduling the necessary human and material resources to ensure the make ready is completed on time and in the most efficient manner. Will be required to supervise workers in the field to ensure the work is being completed properly. Although the incumbent will be supervising a make ready team, actual supervising authority and EPR writing will be done by the Residential Maintenance Foreman.

Assist in resolving Maintenance & Repair issues 15%

The incumbent will be required to assist in resolving maintenance and repair issues at residences and apartments. Provide support and assistance for the internal workflow of the Office. Assist in the coordination of maintenance and repair schedules with the customers. Assist in resolving customer issues and complaints.

Travel authorizations and TDY support 5%

Prepare travel authorizations for FM staff, make hotel and transportation arrangements for TIDY visitors and Contractors. Assist TIDY visitors and Contractors by providing basic orientation to Sao Paulo and the Consulate and resolve any issues they may have.

Office assistance and worker escorting 15%

Type and draft letters, memorandums and administrative notices on FM issues. Complete Visitor Access Forms and Vehicle Access Forms for visiting Contractors and workers. Escort Contractors and employees inside CAA areas as required (at least Secret Level Clearance is required).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of secondary school is required.

EXPERIENCE: Clerical work experience is required.

LANGUAGE: Level III (Good Working Knowledge) Portuguese in speaking/reading/writing is required. Level III (Good Working Knowledge) English in speaking/reading/writing is required. *Language proficiency may be tested.*

KNOWLEDGE: Incumbent must have a general Knowledge of maintenance and repair.

SKILLS AND ABILITIES: Incumbent must have Basic Knowledge of Microsoft Office package (Word and Excel). *Testing may be conducted to determine qualifications.*

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
 2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

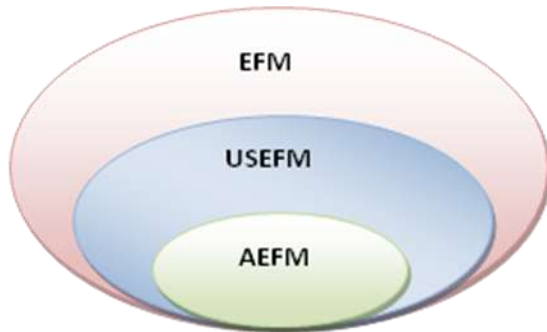
Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or
Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; or.
Fax: (11) 5186-7475

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family

Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Tuesday, April 24, 2012.

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: E. Branco

Cleared: P. Bottse

K. Ortuzar

Approved: R. Murphy